



STATE OF TENNESSEE
Finance and Administration, Division of TennCare

REQUEST FOR QUALIFICATION # 31865-00640
AMENDMENT # 1 FOR PROVISION OF
ACTUARIAL SERVICES

DATE: 07/18/2023

RFQ # 31865-00640 IS AMENDED AS FOLLOWS:

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFQ Issued		July 10, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	July 13, 2023
3. Pre-Response Conference	2:00 p.m.	July 17, 2023
4. Notice of Intent to Respond Deadline	2:00 p.m.	July 18, 2023
5. Written "Questions & Comments" Deadline and Organizational Conflict of Interest Deadline	2:00 p.m.	July 25, 2023
6. State response to written "Questions & Comments"		August 8, 2023
7. RFQ Response Deadline	2:00 p.m.	August 21, 2023
8. State Completion of Technical Response Evaluations		September 7, 2023
9. RFQ Negotiations (Optional)		September 13, 2023
10. State Notice of Intent to Award Released and RFQ Files Opened for Public Inspection		September 20, 2023
11. End of Open File Period		September 27, 2023
12. State sends contract to Contractor for signature		October 4, 2023
13. Contractor Signature Deadline	2:00 p.m.	October 11, 2023

2. **Insert the following as RFQ 4.4.2.2 (any sentence or paragraph containing revised or new text is highlighted):**

The mitigation plan must contain, at minimum, a description of all services a Respondent provides to the State of Tennessee, as well as documentation of the ethical wall a Respondent has implemented to prevent the sharing of nonpublic information within the Respondent's organization. Examples of such documentation might include, but is not limited to, the following:

- A general description of plans to mitigate any potential conflict of interest for purposes of this procurement;
- A copy of any policies, procedures, and/or code of conduct relating to identification and remediation of potential conflicts of interest within the Respondent's organization;
- Explanation of Respondent's assignment of key personnel responsible for monitoring conflicts of interest;
- Copies of acknowledgments signed and dated by Respondent's staff relating to their obligation to comply with such mitigation efforts;
- Copies of training materials utilized by Respondent to educate Respondent's staff on contracting ethics and any attendance logs associated with said trainings; and
- Copies of any firewall memorandums or similar internal correspondence directing Respondent's staff not to engage in communications that might infer a conflict as it pertains to this procurement.

3. **RFQ Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFQ not expressly amended herein shall remain in full force and effect.